

Delegate Assembly Conference

This memo contains all the information you'll need to bring students to the 2019 SkillsUSA Minnesota Delegate Assembly Conference. You will also see this conference being very streamlined and packed with information that is exciting for the student members all in a one-day format.

Please look for information on:

- Registration Form - "Excel Format"
- Voting Delegates
- Code of Conduct Form
- State Officer Candidate Information
- Nomination and Election of State Officer Candidates
- Displaying Campaign Material
- "Meet the Candidates" Session
- **WHERE?** The Delegate Assembly of SkillsUSA Minnesota will be held on **Tuesday, November 26, 2019** Saint Paul College, 235 Marshall Avenue, St. Paul, MN 55102 in the Auditorium. Enter the building by using the west entrance near parking lot B.
- **Saint Paul College first floor map:** <https://directory.saintpaul.edu/floorplan/First%20Floor.pdf>
- **PARKING?** Access to the parking lots is made via controlled entry. All parking at Saint Paul College is paid parking. Most streets around the college are parking by resident permit only and is enforced by the City of St. Paul. Enter off of Marshall Avenue and park in lots B or C, then enter the building using the west entrance. Parking info: <https://www.saintpaul.edu/studentervices/Parking-Information>
- **WHY?** The conference is an educational experience that allows our student members to elect a slate of State Officers for our current membership year and to provide leadership training and experiences for those in attendance.
- **WHO?** Chapter officers, voting delegates, and observers should attend and serve as a campaign committee for the officer candidates from your school.
Each chapter must provide one advisor for every 10 students in attendance.

STUDENTS ATTENDING MUST BE PAID SkillsUSA MEMBERS

Please join SkillsUSA at <http://www.skillsusa.org/join/> This is a liability issue - it cannot be overlooked. PLEASE send in membership BEFORE you attend this conference - for your sake as well as ours!

Send your Membership DUES to: SkillsUSA Inc. at 14001 SkillsUSA Way, Leesburg, VA 20176

REGISTRATION - "Excel Format"

Please register your chapter for the Delegate Assembly using the Excel Spreadsheet Registration Form. **Located on the SkillsUSA Minnesota website!**

**All conference registrations must be in the hands of the State Director
No later than Tuesday, November 12th, 2019 for EARLY BIRD RATES.**

**Early Bird Registration fee is: \$45.00 for students & advisors.
Includes small Breakfast snack and Lunch. After November 12th- Late Registration will be charged \$25.00 per person.**

NO Registration REFUNDS will be reimbursed after November 15, 2019.

VOTING DELEGATES

Each chapter is represented at the Delegate Assembly through its voting delegation. Delegates conduct the business of the state organization and are chosen by their local chapter. The number of delegates representing each chapter is determined by the chapter's active membership at the end of last year. A roster from last year is attached.

The chapter advisor is responsible for notifying delegates of their assignments, duties and responsibilities. Delegates will be seated in a section reserved for this group. Chapter identification signs will be furnished at the conference for each school attending. It is extremely important that the delegates be seated on time so as not to miss roll call (thus jeopardizing chapter representation), delay the meeting or disturb a meeting in session.

Instructions for voting delegates are included in the enclosed materials. Eligible number of voting delegates is determined by using the following formula:

- 5 to 19 student members 3 voting delegate
 - 20 to 29 student members 4 voting delegates
 - 30 to 39 student members 5 voting delegates
 - 40 to 49 student members 6 voting delegates
- * One additional delegate may be added for each ten-student member above 49.

ALTERNATE VOTING DELEGATES

Your observers will be registered as alternate voting delegates. Alternate delegates are expected to attend all sessions. Please refer to the delegate instruction sheet for responsibilities of alternates.

ADVISOR'S RESPONSIBILITY

Advisors are responsible for the appearance, conduct and supervision of their chapter members while attending the conference. In addition, chapter advisors are responsible for the hotel rooms assigned to their chapters. Damage to rooms or other facilities, which require repair, will be billed to your chapter. Be careful

who is permitted to occupy your assigned rooms other than students.

DRESS CODE

PLEASE MAKE SURE YOUR STUDENTS ARE AWARE OF THE NEED FOR OFFICIAL SkillsUSA DRESS!

Even if your school does not have the red blazers, **request that your students bring white shirts or blouses, black skirts or pants, black neckties, black shoes, etc.** To eliminate as much “clothes exchange” as possible. At one time or another, all participants need to be in official SkillsUSA dress or business attire. If official dress is unobtainable, we still encourage students and advisors to attend. Shorts are prohibited.

CODE OF CONDUCT FORMS

The MN Website will have a copy of the registration, personal and liability release form /code of conduct/ and photo release form for you to download for your students. Each participant must sign if they are attending this conference. Please review the Code of Conduct with your students prior to registration so there are no surprises when the students arrive at the conference.

Please TURN in ALL FORMS upon Registration or mail or FAX forms in before arriving.

To ensure the major objectives of our Delegate Assembly are met, a “Code of Conduct” will need to be signed and followed by all participants. **Please duplicate the form and obtain appropriate signatures from everyone attending the conference. These forms must be returned with your registration or handed in at the registration table in order to receive your conference materials. We assume your students have all been informed of school policies against harassment and violence. These policies will be in effect while in attendance at the SkillsUSA Minnesota conference.**

NOMINATION AND ELECTION OF STATE OFFICER CANDIDATES

Prior to the Annual State Delegate Assembly and State Officer Election, each State Officer Candidate is required to complete the State Officer Candidate Application Form and sign it. All materials will be submitted to the State Office on a date designated by the Executive Director, which assures they will serve in such a manner as to bring repute and respect to SkillsUSA Minnesota.

Each school is eligible to nominate three (3) candidates for State Office.

Candidates must submit a State Officer Candidate Packet and return the forms to the State Executive Director prior to Tuesday, November 13th, 2018

Executive Director may penalize if paperwork is turned in late, unless prior communication has been made to the state office. All forms should be submitted electronically by email: Executive.Director@mnskillsusa.org

Candidates make sure the following is attached to your State Officer Candidate Packet

- STATE OFFICER CANDIDATE APPLICATION
- STATE OFFICER ESSAY

- (2) LETTERS OF RECOMMENDATION

If all paperwork is not received by designated date, the chapter will be penalized one voting delegate, for each business day the paperwork is late. If a minimum of (9) officer candidates per division is not received by the due date, the Executive Director may ask for additional officer candidates from attending schools. Additional candidates may be increased to a maximum of (4) for each attending school. If it is necessary to recruit additional officer candidates, the newly invited candidates will incur no paperwork penalties.

The State Office has developed a Local Chapter Qualifiers Test to help each local chapter select the best three candidates from the Knowledge Qualifiers test. Contact the State Office if you need a copy of this test to determine your Top (3) Candidates.

ALL Officer Candidates will be required to take a 50-70-point SkillsUSA Knowledge Exam prior to the conference. This test will be taken On-Line! If all required Paperwork is submitted on time and approved, the advisor will receive notification from the SkillsUSA State Office with a date & time that the On-Line SkillsUSA Knowledge Test must be taken. An advisor or adult from that school must proctor the SkillsUSA Knowledge Test.

THE SKILLSUSA KNOWLEDGE TEST is multiple choice and fill in the blanks. Only candidates who pass the exam will qualify to have their names placed on the official ballot and will be able to post campaign materials. **Advisors –Officer Candidates who have NOT past the knowledge exam** will be notified prior to the conference and will be encouraged to participate as part of the schools Delegation. Candidates must also attend the First General Session where State Officer responsibilities and duties will be reviewed and the election process explained and the “Meet the Candidates” session where delegates will have the opportunity to question the officer candidates. Formal nomination of candidates will take place during the Second General Session. Any active member registered for the conference is eligible to make a nomination. Nominations do not need to be seconded. After the nomination, the candidate will give a campaign speech. Candidates will be granted 3 minutes to be nominated and give their speech. Please assist your candidates in preparation for this speech and encourage them to use the full time allotment.

During the Third General Session, candidates will each be given an additional 1 minute and 30 seconds to reaffirm their qualifications and position. They will be required to respond to oral question(s) directed to them by the present state officers. The candidate prior to the nomination will not know questions.

All voting for officer candidates will be done by written ballot. Only official voting delegates will participate in the election. Delegates will be asked to vote for the seven most qualified candidates. The top seven vote getters will be elected. Official offices will be determined at the new State Officer training.

DISPLAYING CAMPAIGN MATERIAL

No campaign literature of any type may be distributed before the adjournment of the joint delegate general session on Tuesday, November 26, 2019. This regulation prohibits advance conference mailings and posting of campaign literature. **NO Campaign material will be allowed to be taped to walls, doors, windows or any place at SPC.** SkillsUSA WILL NOT provide bulletin boards. We highly encourage each candidate to provide a flyer or

brochure to provide to the Delegates at the General Sessions and during “Meet the Candidates”.

Campaign materials may be distributed any time after the First General Session ends and after your candidate has passed the SkillsUSA Knowledge Exam. The local advisor will be held responsible for the content of all campaigning materials, which are distributed by members of their chapter. It should be in good taste, appropriate for its purpose and neatly produced. The State SkillsUSA management team should be considered when distributing the materials.

You must confine campaign materials to the designated areas. Local chapters are encouraged to make use of handouts, favors, and other campaign devices.

Each Officer Candidate is encouraged this year to have as part of their Campaign Material a Posters/banners/display boards which shall be free standing and shall not exceed 3’x 4’ (36”x 48” Tri-fold display board). This measurement includes any sides or flaps if used in the theme of the poster/banner/display boards. 3’ x 4’ free standing display board, (one board per person).

One table for each candidate will be provided.

Your Display Board can be smaller than 36” X48”.

Local chapters are responsible for cleaning up all campaign materials they have distributed!

To display materials in respective delegate meeting rooms, Candidates are encouraged to be creative in the design and use of their campaign materials; however, **the following items will NOT BE ALLOWED:**

- a. Food items, food machines, liquids or gum
- b. Glass items
- c. Balloons, Frisbees, balls, bubbles or soap
- d. Items that fly
- e. No electricity will be provided or electrical cords allowed for use at your tables
- f. Any Posters hung to ANY walls @ SPC

MEET THE CANDIDATES SESSION

State Officer Candidates will be introduced to the conference delegates at the first General Session and are provided an opportunity to meet in an open forum during “Meet the Candidates”. During the open forum, candidates will be stationed around the room, and the delegates will be able to talk to them in an individual and/or group setting. Note: “Meet the Candidates” sessions, the delegate sessions and immediately before and after each delegate session are the only officially sanctioned times for delegates to meet with candidates. All candidates are running for “at large” positions.

“Meet the Candidates” session will be held during the LUNCH HOUR in the auditorium . Candidate Names will be placed on the tables and 2 chairs will be provided to them and their campaign manager.

All candidates will be available for interviews. Delegates and alternate delegates will use their preliminary ballot to assure that they meet and question all the candidates. Candidates will check off on your preliminary

ballot that they have been interviewed. Possible interview questions are on the back of the preliminary ballot.

Please encourage the Campaign Manager to help set up the Officer Candidates table with a Posters/banners/display boards that shall be free standing and shall not exceed 3' x 4' (36"x48" Tri-Fold Display Board). This measurement includes any sides or flaps if used in the theme of the poster/banner/display boards. (One display board per person). One table for each candidate will be provided.

No skits or props of any kind are allowed during any "Meet the Candidates" or delegate sessions.

NEWLY ELECTED STATE OFFICER MEETING

A short meeting (15 minutes) will be held immediately after the close of the final business meeting. Advisors of these newly elected officers should be prepared to delay their departure from the conference for a short time.

Newly Elected State Officer for 2019-2020 are REQUIRED to attend a MANDATORY State Officer Training Conference.

Saturday, December 7th & Sunday December 8th
Shakopee, MN

More information will be sent out to State Officers and Advisors. This is a MANDATORY Training Conference!